



Assistant Construction Coordinator

As ACHF continues to focus on the Orphanage Improvement Roadmap for each orphanage, the Assistant Construction Coordinator plays a vital role in the completion of construction projects at the orphanage homes. Projects are typically associated with volunteer trips as well as other projects that are executed by local subcontractors.

The Assistant Construction Coordinator maintains a crucial relationship with trip Construction Supervisors and provides support, resources, and information.

RESPONSIBILITIES

- Update system/document - Salesforce and Monday
- Scope the projects and determine the budget, tools, skills, number of people, and time required to complete each project
- Prepare each Construction Supervisor for their trip with information and plans
- Debrief with Construction Supervisors post trip to gather needed reports
- Ensure that there is project continuity across trips at a specific orphanage
- Take part in the bi-annual trainings of trip leaders
- Collaborate with Orphanage Directors alongside the Construction Coordinator

TRAININGS/PROCESSES TO INCLUDE:

- Sales Force
- Monday
- Google Drive

REPORTS

- Monthly orphanage project report

MEETINGS TO ATTEND

- Weekly 1on1 with Construction Coordinator
- Bi-annual trip leadership training

REQUIREMENTS

- Able to organize projects and tasks
- Basic construction/project management
- Manage time and stay on schedule
- Spanish would be VERY helpful

- Comfortable in using google drive

The time commitment for this job fluctuates based on the number of trips during the month and the number of ongoing construction projects. It should be anticipated that in preparation for a trip the type of work being done dictates the hours of work that will be necessary in preparing for it. In this fashion the Assistant Construction Coordinator's work weeks will be flexible. (Some weeks will be more demanding on time, especially leading up to holiday trips). A typical week will average 10 hours of work.

COMMUNICATION EXPECTATIONS

Because we all work so closely together, we will often need to communicate with each other to make decisions. So just some rules of thumb on the expectations on how we communicate as a team. Never leave a message unresponded to, even if it is to just acknowledge that you received it.

- **I need to talk, but not urgently, just within the next 48 hours: email**

If you need an answer on something within a couple of days from a team member, then you can use email.

- **I need to talk, but just respond sometime today please: WhatsApp**

A lot of times you just have a question but don't want people to drop things to respond, but you need input to move forward. When you want a same day response, use WhatsApp.

- **I need to talk now, like ASAP! : Call**

If you need something immediately (or they are late to a meeting and you worry they got hit by a truck), call that person and then if they can't answer, text them saying you need to talk asap. Text messages are also kind of urgent, say, within 3 hours (though people do need to sleep, so be cool about not texting too late).

A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).

- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so *you* obviously will include it).

About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please check us out at www.achf.org and look for us on FB and Instagram.

To apply, email your cover letter and resume to info@achf.org. The interview will be conducted in English.